



# CORPORATE MEMBERSHIP APPLICATION

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SAACI communicates with its members predominantly via e-mail and the SAACI website, www.saaci.co.za.

South African electronic communication law requires that SAACI includes an electronic option on each e-mail to "opt-out" of receiving further e-mail communications. If you decide to opt-out of the SAACI e-mail correspondence on any of the e-mails you receive, please note that this will automatically remove you from ALL SAACI e-mailing lists, until you request re-instatement via the Membership Liaison Manager. By signing this application you indicate that you have understood the implications of "opt out" on the SAACI e-mail communications.

Due to the ongoing problems of the high levels of security on personal and networked computers, to protect against spam, some of the SAACI e-mails may not reach a member. By regularly viewing the SAACI home page you can check all the e-mails sent via the e-mail announcement board.

It should be noted that if the application is approved, the following contact details will appear on the SAACI website and in other SAACI approved publications.

Please print clearly (preferably in capital letters) or by typing. Fields marked with an "\*" are compulsory.

Company / Organisation:	*		
Registration Number:	*	Year Registered:	*
Website address:			
Postal address: (this is the address to which all communications will be sent)	*[Line 1]		
	[Line 2]		
Suburb:	*	Province:	*
Country:	[South Africa]	Postal Code:	*
Physical address:	*[Line 1]		
	[Line 2]		
Suburb:	*	Province:	*
Country:	[South Africa]	Postal Code:	*

## PRINCIPLE CONTACT:

Surname:		First Name:	
Telephone (inc. dialling code):		Fax:	
Cellular:		E-Mail:	

## INVOICE ADDRESS:

Attention of:			
Postal address: (if different from the postal address given above).	*[Line 1]		
	[Line 2]		
Suburb:	*	Province:	*
Country:	[South Africa]	Postal Code:	*
E-Mail:			
VAT Number: (if registered)		Order Number: (if applicable)	

**CORPORATE MEMBERSHIP CATEGORY:**

There are three categories of Corporate membership, namely

- Corporate (Company A) up to three representatives
- Corporate (Company B) up to eight representatives
- Patron up to twenty representatives

Which category are you applying for:

**SUPPORTING INFORMATION AND DOCUMENTATION:**

Certified copies of the following documentation is required:

- Certificate of Incorporation, or the front page of the founding statement if a CC, or a copy of your ID Documents if a sole trader /partnership.
- Current Insurance Certificate for General Public Liability
- If your BEE status has been assessed professionally or via self-assessment, please attach any documentation as proof.

Provide an indication of the company turnover – not the actual figure:

Less than R 5 million:		Between R 5 – 35 million	Greater than R 35 million
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**Provide a brief description of what the company does:**


**Please supply names of other relevant Associations/Professional Bodies, that the company is a member:**


**Has your company had any judgments imposed in respect of non-payment? If yes, please state details and outcome separately and attach to application:**


**Does your company have an outstanding debt of 120 days or over to any SAACI member? If so, to whom and why?**


**Names of ALL Directors, Partners, and Proprietors::**


**Have any Directors either directly or indirectly, through the current or previous business arrangement, been declared bankrupt, liquidated, insolvent or approval thereof currently pending? If yes please supply full details:**


## CODE OF CONDUCT

The company and its representatives will, as a member of SAACI:

- Approach all meetings in accordance with the highest ethical standards of professional and personal conduct.
- Negotiate all agreements in good faith respecting the rights of all parties involved.
- Respect the policies and regulations of those organisations with whom I deal.
- Participate and encourage others to participate in continuing education endeavours/opportunities related to the Conference Industry.
- Refrain from activities that will damage or discredit either, the company representatives, the company or the profession.
- Seek opportunities to increase public understanding and awareness of the Conference Industry.
- Not use their position for personal gain or benefit to the detriment or disadvantage of the company and that the representatives will advise the company of any circumstances that may appear to constitute a conflict of interest.
- Further the mission and stated objectives of the Southern African Association for the Conference Industry.
- If a complaint is received against the company or any of its representatives, it is accepted that SAACI may decide to mediate between the parties concerned. If the results indicate that the company or its representatives are in breach of this Code of Conduct, it is accepted that SAACI has the right to terminate the membership.

## CONSENT AND ACKNOWLEDGEMENT

Please would you consider my application for membership to SAACI. I declare that to the best of my knowledge and belief the particulars set out in this application are true and correct. I furthermore declare that I have read and agree to abide by the SAACI Code of Conduct (as above).

<b>Applicant:</b>			
Signed at:		Date:	
Signature:		Print name:	

<b>Proposer:</b> <b>Must be a existing Member of SAACI</b> (sign)		Print name:	
Company / Organisation:		Date:	
Contact Telephone:		Cell:	

<b>Secunder:</b> <b>Must be a existing Member of SAACI</b> (sign)		Print name:	
Company / Organisation:		Date:	
Contact Telephone:		Cell:	

## REPRESENTATIVES:

**Please complete the following three pages for each of the relevant number of representatives aligned to your category of Corporate Membership.**

Each representative is permitted to belong to a single Branch and a single Chapter. However different representatives may belong to different Branches and Chapters.

Title: (i.e. Mr, Mrs, Ms, Dr etc.)	*	First Name:	*
Surname (Family Name):	*	Date of Birth <sup>(#)</sup>	*[dd/mmm/yyyy]
Telephone: (inc. dialling code)	*	Fax:	
Cellular:		E-Mail:	*
Position:			
Postal address: (this is the address to which all communications will be sent)	*[Line 1]		
	[Line 2]		
Suburb:	*	Province:	*
Country:	[South Africa]	Postal Code:	*

<sup>#</sup> Requested to determine eligibility to the Youth Chapter

## BRANCH SELECTION

Please select (tick) the most appropriate Branch, that you (as an individual) wish to belong to. This is the Branch which you would typically wish to receive the most communications from and attend meetings. The Branch is normally in the geographical region in which you live. Please select ONE from the following categories

Eastern Cape:		KwaZulu Natal:	
Northern Territories: inc.: Free State, Gauteng, Limpopo, Mpumalanga and North-West; and all International Countries.		Western Cape: includes: Northern Cape Region	

## CHAPTER SELECTION

Please select (tick) the most appropriate Chapter, for you (as an individual) to belong to. This is the Chapter which you would typically wish to receive the most communications from, and which you can most closely align your activities with. Please select ONE from the following categories

Conference and Events Chapter:		Services Chapter:	
Venue Chapter:			

## CHAPTER SUB-CATEGORIES

In order to more closely align activities and benefits with members, and also to allow end-users to more effectively and efficiently contact relevant service providers, the Chapters have been divided into sub-categories.

For **ONLY** the Chapter that you selected in the previous section, please select the description that most accurately reflects the activity that you provide, rather than activities that you sub-contract. These activities should also accurately reflect your main business focus (i.e. at least 25% of your total activity or a maximum of four sub-categories).

### Conference and Events Chapter

Meeting / Conference Planner / Co-ordinator <sup>###</sup> :		Event Organiser:	
Exhibition Organiser:		Incentive House:	
Destination Management Company:		In-house Conference Organiser:	
Venue Booking Agent			

<sup>###</sup> Once the company becomes a Member, you are encouraged to apply to become an Accredited PCO.

What type of events do you organise (select up to four). Definitions for each type can be found on the SAACI web site.

<b>Business &amp; Corporate Events</b>	[Yes / No]	<b>Cause-Related &amp; Fundraising Events</b>	[Yes / No]	<b>Exhibitions, Expositions &amp; Fairs</b>	[Yes / No]
<b>Entertainment &amp; Leisure Events</b>	[Yes / No]	<b>Government &amp; Civic Events</b>	[Yes / No]	<b>Marketing Events</b>	[Yes / No]
<b>Meeting &amp; Convention Events</b> (i.e. Associations)	[Yes / No]	<b>Social/Life-Cycle Events</b>	[Yes / No]	<b>Sports Events</b>	[Yes / No]

### Venues Chapter

Venue Type:

Convention Centre:		Conference Centre:	
Hotel with Conference Facility		Lodge / Guest House with Conference Facility:	
Municipal Venue:		Educational Institution:	
Leisure Venue:		Hotel Chain:	

Venue Capacity:

1 – 99 delegates:		100 – 499 delegates:	
500 – 999 delegates:		1 000 plus delegates:	

Accommodation:

On-site Accommodation:	[Yes / No]	
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## Services Chapter

Please select a maximum of **FOUR** of the following Main categories (in bold) and up to four sub-categories from within the main categories that you have selected.

<b>Décor</b> .....	<b>Media</b> .....
Carpeting & Flooring.....	Web Based Media.....
Décor & Draping .....	Publication .....
Cleaning Contractors.....	<b>Professional / Consultancy</b> .....
Furniture Hire .....	Abstract / Speaker Management.....
Floral / Landscape Contractors .....	Consultancy.....
<b>Electrical Contractors / Hire</b> .....	Education & Training.....
<b>Entertainment</b> .....	Interpreting. Translation, Transcribing .....
Entertainer.....	Insurance.....
Speaker.....	Research .....
Speaker / Entertainment Agency .....	<b>Promotional Goods</b> .....
Team Building.....	<b>Registration Services</b> .....
<b>Exhibitions</b> .....	Registration Services .....
Exhibition Portable Display Supplier .....	Badges / Name tags / Lanyards .....
Exhibition Stand Designers & Builders.....	<b>Safety &amp; Security</b> .....
Exhibition Shell Scheme Supplier .....	Safety.....
Outdoor Display .....	Security.....
<b>Food and Catering</b> .....	<b>Staffing</b> .....
Bar / Beverage Services .....	Drayage / Porter Service.....
Catering.....	Recruitment Agency .....
<b>Freight Forwarding</b> .....	Temporary Staffing .....
<b>Industry Body</b> .....	<b>Signage / Graphics / Printing</b> .....
Convention Bureau.....	<b>Technical Services</b> .....
Tourism Association .....	Audio Visual & Lighting .....
<b>IT Services</b> .....	Broadcast / TV / Production Facilities .....
Communications (inc. cell, hot spots etc.) ....	Rigging Services & Hire .....
Computer Hire / IT Services .....	Staging.....
IT Consultancy.....	Technical Consultancy .....
Software .....	<b>Transportation</b> .....
Voting Systems .....	Airline .....
<b>Marketing</b> .....	Car Rental (inc. Taxi, Limousine) .....
Advertising Agency .....	Coach .....
Communications / Public Relations.....	Transport Consultant .....
Promotions and Marketing .....	<b>Travel &amp; Tourism</b> .....
<b>Marquees / Tents</b> .....	Tour Guide .....
	Tour Operator .....
	Travel Agent.....